

Washington Natural Resources Data Portal Guidelines for Portal Entries

*Salmon and Watershed Information Management Technical Advisory Committee
(SWIMTAC)*

September 16, 2003

Updated December 8, 2004

The following is guidance for contributors to the Washington Natural Resources Data Portal regarding the types of entries appropriate for the Portal.

Documentation Elements Include

Summary:

Scale:

Metadata Level:

Update Frequency:

Dataset Date Range:

Last Update Year:

Last Update Date:

Steward Agency:

Administering Agency:

Dataset URL:

Fee Charged:

Statewide Coverage:

Categories Assigned:

Transfer File Formats Assigned:

View Options Assigned:

Location Keywords Assigned:

Theme Keywords Assigned:

Content of data resources

Content that qualifies data resources for Portal entries include information related to Washington state natural resources, with an emphasis on fish, wildlife, and watershed data.

Types of data resources

Data resources appropriate for Portal entries include digital datasets (tabular, spatial, or both), imagery and reports. Portal entries can also be created for Web sites where relevant content can be viewed and/or downloaded. Entries also are appropriate for relevant content available only in hardcopy or available in digital form "off-line".

Geographic extent

The Portal is designed to host entries primarily of interest to Washington state users, so geographic extent of entries will normally be limited to Washington State. Data resources with broader geographic range that provide significant value to Washington state users can be included in the Portal with the approval of the SWIMTAC.

Duplicate data resources

Duplicate descriptions of the same information should be avoided/eliminated. If an agency maintains a copy or an extract of a data resource that is primarily stewarded by another agency, only the primary agency would list an entry on the portal, unless the copy or extract is significantly enhanced or altered. If two or more existing Portal entries describe the same data resource, the SWIMTAC should bring the creators together and determine the most appropriate entity to post and manage a single entry describing that resource.

Conflicting data resources

Where agency missions intersect, stewardship of certain data categories can overlap. If Portal entries are created for two or more data resources that conflict in content, the SWIMTAC should bring the creators together and attempt to eliminate the conflict. This process might involve elimination of one entry, development of more detailed documentation for the entries, or pursuit of other suitable approaches.

Out-of-date data resources

If a Portal entry describes a data resource that is known to be out-of-date, the creator will advise the SWIMTAC on the pros and cons of the available options, which may include “disabling” the entry until the data resource can be updated, developing documentation to alert users, or other suitable approaches. The SWIMTAC will make the final decision based on the approach that best serves the interests of Portal users.

Data resources not stewarded by a State Agency

At this time, Portal entries are restricted to data resources that are stewarded by or sponsored by Washington state agencies, federal agencies, or entities representing Washington Native American tribal governments. Sponsored entities can include salmon recovery regions, county, municipal, or non-government organizations. It is the intention of the SWIMTAC to actively invite other appropriate agencies with databases applicable to Washington in the future as the Portal moves into Phase 2 and additional funding is secured to maintain and manage a wider spectrum of users.

Disclaimers for external datasets

Portal entry creators will include all necessary disclaimers for those portions of a data resource whose content is not under ultimate control by the entry creators